



INDIANA DEPARTMENT OF CORRECTION

WABASH VALLEY CORRECTIONAL FACILITY OPERATIONAL PROCEDURES

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	1	of	40	Policy Number	02-01-102
Title	OFFENDER VISITATION						

I. DEFINITIONS:

For the purposes of these operational procedures, the following definitions are presented:

- A. Attorney: Any member of the legal profession, admitted to a State bar that may be retained by or for an offender or appointed by a court to represent the offender.
- B. Clergy: A single spiritual advisor designated by the offender who is an accredited representative or minister of the offender's personally designated religion. Or another person, not a family member, designated by the offender to provide spiritual advice and who may be listed on the offender's visitor list, subject to the approval of the facility.
- C. Contact Visit: A visit in which the offender and visitor(s) are not physically separated.
- D. Official Offender Visitor: Any offender visit who is visiting an offender in regard to providing an official service for the benefit of the offender or the community, such as attorneys, law enforcement, parole/probation officers, representatives of government agencies, elected officials, etc.
- E. Department: The Department of Correction
- F. Denial: An immediate denial of visitation for a specific situation or reason, generally for a single visit or until the situation is in compliance with visitation rules. (e.g., the visitor is dressed inappropriately; the visitor is attempting to visit when the offender is not eligible for a visit.)
- G. Electronic Devices: Any electric or battery operated device, including, but not limited to: cameras, portable phones, radios, beepers, tape recorders, etc.
- H. Facility: The Wabash Valley Correctional Facility.
- I. FRISK SEARCH: A search that is conducted on one half (1/2) of the person's body at a time, utilizing a squeezing technique with both hands along the body and clothes of the person being searched, which includes the

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	2	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

breast and genital areas. This type of search is a more thorough and detailed search of a person than a pat search.

- J. Gate Closure: The refusal to permit a visitor to visit any Department facility for an indeterminate period of time. (e.g., permanently banning a visitor from visiting any offender in the Department due to a trafficking violation.)
- K. Minor: Any person under the age of eighteen (18) years, except in the case where the person under the age of 18 years is the legal spouse of the offender.
- L. Immediate family: The immediate family of an offender is father, mother, siblings, spouse, children, grandparents, grandchildren including those with a "step," "half" or adoptive relationship and those persons with the same relationship to the offender's spouse.
- M. Maximum Security Unit: Those facilities designated by Policy 01-04-101, "Adult Offender Classification," as maximum security and the segregation units of all facilities.
- N. News Media: Any agency that gathers and reports news or a general circulation newspaper, new magazine, national or international news service, or radio or television news program holding a Federal Communication Commission license.
- O. Non-Contact Visit: A visit in which the offender and visitor(s) are separated by a physical barrier.
- P. Offender: Any confined person committed or ordered by a court to the care and custody of the Department.
- R. Sex Offense: Criminal offenses that include but are not limited to any violation of Indiana Code chapters 35-42-4, 35-45-4, and offenses IC 35-44-1-5 and IC 35-46-1-3, aiding, inducing or causing any of these offenses, and the same or similar offenses in other jurisdictions.
- S. Suspension: The refusal to permit a visitor to visit at any Department facility for a determinate period of time. (e.g., taking away a visitor's visiting privileges at all Department facilities for 30 days for a visitation rule violation.)

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	3	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

II. VISITATION AREAS:

The facility shall designate the following areas for offender visitation in each sub-facility and/or security level of the facility:

- A. Special Control Unit (SCU; sub-facilities WVS): Since offenders in the SCU are segregated offenders in a maximum-security facility, it is in the best interests of the safety and security of the facility and all persons involved that offender visitation is held by video conference. The designated visitation area for visitors visiting offenders assigned to the SCU shall be the visitation booths in the central administration area of the SCU. The designated visitation area for the offenders shall be the multi-purpose room on the top of their assigned range. In the event this room is occupied the offender will be escorted to the multi-purpose room of on an alternative range.
- B. Unit Team North (sub-facility WVE): The designated visitation area for offenders in WVE shall be the visitation room in the Offender Services Building. This shall be a contact visiting area. An outdoor visitation area adjacent to the visiting room shall be available for use as provided in these procedures. Non-contact visitation booths adjacent to the visitation room are available for non-contact visits for offenders in D-Housing Unit Segregation and open population offenders in accordance with Procedure XVI.
- C. Unit Team South (sub-facility WVD): The designated visitation area for offenders in WVD shall be the visitation room in the Southside Administration Building. This shall be a contact visiting area. An outdoor visitation area adjacent to the visiting room shall be available for use as provided in these procedures. Non-contact visitation booths adjacent to the visitation room are available for non-contact visits for offenders in segregation in the Custody Control Unit (CCU) and general population offenders in accordance with Procedure XVI.

Visitors of End of Life Care patients are required to visit during normal visitation hours only and are subject to all the same Visitation Rules as visitors of offenders in general population. The only exceptions are that the visitors may visit every day and may stay through the entire visitation period upon written approval from the Assistant Superintendent of Operations.

Visitors of End of Life Care patients shall be issued a visitor badge at Visitor

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	4	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

Processing. They are not authorized unrestricted movement while on facility grounds. They shall sign the visitor sign-in book located at Southside Control and must be escorted to and from Control and the Infirmary. They must also be escorted anytime they leave the Infirmary and move to another area in OSB, including purchase of items from OSB vending.

Visitors of End of Life Care patients shall not bring food into the facility and may not bring in more than twenty (20) dollars in change. They are not authorized to use the shower facilities in the Administration Building.

Casework Manager or designated Counselor shall be responsible for the maintenance of visiting lists and shall ensure that visitors and offenders are aware of visitation rules (Attachment 11).

D. Security Level 1 (J Housing Unit; sub-facility WVA): The designated visitation area for offenders in J Housing Unit (JHU) shall be the visitation room in JHU and the outdoor visiting area in the front of JHU adjacent to the visiting room. This shall be a contact visiting area.

E. Outdoor visitation periods and times:

1. Outdoor visitation is authorized for Security Level 1 only, from May 1 to and including September 30, each year.
2. Outdoor visitation shall be authorized during daytime visiting hours only, on Saturdays, Sundays and holidays.

F. Staff supervision:

An on-duty yard officer shall be assigned to supervise outside visitation on both Southside and Northside during both outside visitation times.

G. Inclement weather:

The Shift Supervisor has the sole discretion to cancel outside visits because of weather conditions. Shift Supervisor shall ensure that any cancellations affect all visitation areas simultaneously.

H. Special guidelines/SL1 (J Housing Unit):

1. There shall be no split visits. If a visit is started in an area (outside

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	5	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

or inside), it remains in that area. The only exception shall be in the case of cancellation of outside visitation due to inclement weather, in which case the authority to grant or deny continued visitation inside shall rest with the Shift Supervisor.

III. APPLICATION FOR VISITATION:

All visitors must complete the application and mail it to the facility. Parents/Legal Guardians shall complete an application for minors under the age of 18 years and shall sign the application on behalf of the minor child. The application can not be faxed in. It is important that the application is completed fully and all questions are answered honestly. Failure to provide all necessary information may result in a delay in the processing of the application or a denial of visitation privileges. Falsifying an application shall result in the applicant being banned from all correctional facilities for a period of one (1) year.

Visitors shall be permitted to visit only one (1) offender within the Department unless the visitor has other immediate family members incarcerated in a Department facility. Therefore, unless the visitor has other immediate family members in different facilities, the visitor shall not be allowed to visit other offenders in other Department facilities. Visitors may request that they be removed from one (1) offender's Visitor's List and be placed on another offender's list in accordance with these administrative procedures.

Criminal warrants checks will be conducted on each adult and child (16 and older) applying to visit an offender. When an active criminal warrant is found, the application will be reviewed and local law enforcement shall be notified of the information provided. The information on the applicant's criminal history is treated as confidential and will not be released to the offender.

IV. VISITATION LISTS:

The facility shall maintain an approved visitation list for each offender. This information shall be maintained on the Offender Information System (OIS) computer system. The visitation list shall be updated at least quarterly, at a minimum, by staff assigned by the Unit Manager(s). The Counselors Approval List (OIFAPP1) shall be page printed as a manual back up to the OIS computer system. This list shall be maintained at the respective visiting processing areas in three ring binders. Visitation lists are restricted information. Unless a person requesting information from a visitation list is authorized access in accordance with operational procedures for Policy 01-04-104, "The Establishment, Maintenance and Disposition

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	6	of	39	Policy Number	02-01-102
-----------------------	-----------------------	-------------	----------	-----------	-----------	----------------------	------------------

Title	OFFENDER VISITATION
--------------	----------------------------

of Offender Records,” that person shall not be granted access. Persons requesting information from visitation lists shall submit such requests on State Form 6083, REVIEW AND/OR RELEASE OF OFFICIAL OFFENDER INFORMATION, and submit it for approval to the Supervisor of Classification.

A. SL/1 (J Housing Unit) Visitation Lists

Offenders may request visitation from any person by mailing the person(s) an APPLICATION FOR VISITING PRIVILEGES (Attachment 2) available to offenders in the unit. Applications must be filled out in their entirety by prospective visitors, or in cases of minor children, by their parent or legal guardian, and returned by mail, directly to the Counselor. The Counselor, after receiving the form shall:

1. Review the form for completeness;
2. Check the OIS listing to verify if the applicant has been incarcerated in the Department; and
3. Ascertain whether applicant meets all criteria according to Department Policy.

The Counselor shall complete the section on the form indicated "Office Use Only", mark the section approved or disapproved and submit the form to the unit secretary. If the application is approved the unit secretary shall:

1. Enter all required information into the computer (OIS) system;
2. Enter all information on State Form 40826, LIST OF APPROVED VISITORS (Attachment 1) located in the Visitation Book; and
3. Make one (1) photocopy of the application.

The original form shall be sent to the Classification Department to be filed in the offender's facility packet and the photo copy will be given to the offender so that he may notify the person that they have been approved for visitation. If the application is disapproved, the unit secretary shall make one (1) photo copy of the form and send the original to Classification for filing and send the copy to the offender so that he may notify the applicant of the denial.

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	7	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

Offenders may request removal of a person(s) from a visitation list by completing State Form 10987, REQUEST FOR VISITING LIST CHANGES (Attachment 3) and submitting the form to his Counselor. The Counselor shall make the necessary changes on the OIS system and forward the State Form 10987 to the appropriate Visitor Processing Officer. The Visitor Processing Officer shall make the necessary changes to the State Form 40826 at their post. A copy of the form shall be sent back to the offender and the original shall be sent to the Classification Department for packet filing.

Applicable visitation rules shall be discussed with all offenders during their facility orientation and made available to offenders for review in their Offender Handbook.

A list of rules and visitation guidelines (Attachment 9) shall be printed on or attached to the Application for Visiting Privileges and sent to the person(s) requesting visitation with offenders.

Offenders may request visitation from immediate family members or other approved persons in place of the immediate family members when the offender does not have immediate family members (not to exceed 12) provided the request is consistent with these operational procedures.

Offenders may request visitation from any person, provided the request is consistent with these and other pertinent operational procedures.

B. Open Population, CCU and SCU Visitation Lists

Offenders may request visitation from any person, provided the request is consistent with these procedures. Offenders may request visitation from any person by mailing the person(s) an APPLICATION FOR VISITING PRIVILEGES available to offenders in the unit. Applications must be filled out, in their entirety by prospective visitors, or in cases of minor children, by their parent or legal guardian. The application shall be returned by mail, directly to the Counselor. The Counselor, after receiving the form, shall insure the form includes:

1. The offender's name and number;
2. The name of the requested visitor;
3. The address of the visitor;
4. The relationship of the visitor to the offender; and

<p style="text-align: center;">WABASH VALLEY CORRECTIONAL FACILITY OPERATIONAL PROCEDURES</p> <p style="text-align: center;">Manual of Policies and Procedures</p>							
Effective Date	August 1, 2012	Page	8	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

5. The date of birth and sex of the visitor.

Visitation lists may be printed from the OIS computer system.

Offenders may request visitation from immediate family members or other approved persons in place of the immediate family members when the offender does not have immediate family members (not to exceed 10) and two (2) friends provided the request is consistent with these operational procedures. Offenders may initiate a visiting list change no more frequently than every ninety (90) days. Offenders may request removal of names from their visiting list by use of State Form 10897, REQUEST FOR CHANGES ON VISITING LIST (Attachment 3). The completed form is to be forwarded to the Casework Manager or designated Counselor. Visitors may be added only after the prospective visitor completes the Application for Visiting Privileges (Attachment 2) and returns it to the facility and it is approved.

Casework Manager or designated Counselor shall be responsible for the maintenance of visiting lists and shall ensure that visitors and offenders are aware of visitation rules (Attachment 10).

V. RULES FOR VISITATION:

The facility shall establish visitation rules for each visitation area of the facility. These rules shall be included as attachments to these procedures. The facility shall ensure that offenders and their visitors are aware of these rules. Minimally, these rules for offender visitation shall include:

- A. Visitation schedule, including days and hours;
- B. Visitation restrictions, including the number of authorized visits and/or visitors;
- C. Visitors shall provide staff with picture identification in accordance with Procedure IX;
- D. Visitors' dress requirements (i.e., visitors shall wear clothing that pose no threat to the security, custody or maintenance of order at the facility; the wearing of expensive clothing or jewelry is discouraged); and,
- E. Items that are permitted in the visiting areas (Firearms, weapons, knives,

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	9	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

ammunition, narcotics, medication, controlled substances, alcoholic beverages, marijuana, tobacco and tobacco related items, cameras, video and audio recording equipment and electronic devices shall not be permitted in the facility unless in accordance with Department policies and procedures.)

- F. If a visitor has to use the restroom they will be given an option of terminating the visit exiting the facility or return to Visitor Processing (V.P.) to use the restroom there. If the visitor exits the visiting room to use the restroom at V.P. then they must go thru the entire pat down procedure prior to returning to the visiting room to continue with their visit. The visitor may only leave the visiting room to use the restroom at V.P. one time. If the visitor indicates they need to use the restroom a second time and leaves the visiting room the visit shall be terminated.

With the amount of time it takes for a visitor to leave the visit room, go back to V.P., use the restroom, then be processed back in and get to the visit room again, visitors shall not be permitted to exit the visit room to use the restroom after 2:00 pm. When a visitor exits the visit room after 2:00 pm, their visit shall be deemed ended. They will not be permitted to process back in.

Visitors in JHU shall be allowed the opportunity to use the restroom one time while on a visit. Due to the physical plant, the visitor will be allowed to use the restroom in JHU. However, the restroom will be kept locked at all times and a staff member will inspect the restroom prior to the visitor entering and immediately after the visitor exits the restroom.

Visitors will be notified of the procedure to allow them the opportunity to use the restroom prior to entering for the visit.

Visitation rules shall accompany the APPLICATION FOR VISITING PRIVILEGES, when mailed to prospective visitors with necessary information regarding visitation.

Additionally, the Superintendent shall ensure signs containing information regarding the possession and/or trafficking of controlled substances are posted in prominent locations so that both offenders and persons visiting offenders may read it prior to entering visitation areas. These signs shall contain the following information:

A person who, without the prior authorization of the person in charge of a penal facility, knowingly or intentionally:

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	10	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

- delivers or carries into the penal facility with intent to deliver an article to an inmate of the facility; or,
- carries or receives with intent to carry out of the penal facility an article from an inmate of the facility;

Commits trafficking with an inmate, a Class A misdemeanor. However, the offense is a Class C felony if the article is a controlled substance or a deadly weapon. (A Class A misdemeanor is punishable by imprisonment for a fixed term of not more than one (1) year and a mandatory fine of \$5,000. A Class C felony is punishable by imprisonment for up to four (4) years, with not more than four (4) years added for aggravating circumstances or not more than two (2) years subtracted for mitigating circumstances and a fine of up to \$10,000.)

The Department of Correction shall not tolerate trafficking with an offender or the possession of controlled substances, tobacco or weapons while on Department property. All offenders and visitors shall be subject to search. Refusal to be searched shall result in denial of the visit.

In all cases where a visitor and/or an offender is found to be trafficking, the evidence shall be turned over to the Indiana State Police with a recommendation that the matter be prosecuted to the fullest extent. In addition, any visitor caught trafficking shall be permanently banned from visiting any offender in the Department of Correction and any Department facility.

Any offender found guilty in a disciplinary action of possession of a controlled substance or tobacco (as a Class B disciplinary code violation) shall have his visiting privileges restricted to "non-contact" visits only.

Additionally, an offender found guilty of certain other disciplinary violations, including the possession or use of tobacco or tobacco-related products may have his visiting privileges restricted to "non-contact" visits only. For the first offense, these "non-contact" visits shall be for a period of six (6) months; second offense - twelve (12) months; any further offenses - permanently.

Signs shall be posted at the front entrance indicating the name of the facility. Additionally, signs shall be posted advising all persons entering the facility that they and their personal property are subject to search upon entry into the

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	11	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

facility and at all times while the person is in the facility. This sign shall also advise “Attention: Surveillance Equipment in Use” and that trained K-9s may be in use in the facility and visitors shall be subject to search by these dogs.

The K-9 sign shall state:

NOTICE:

Drug and tobacco k-9’s (dogs) may be in use today in the visiting room. These dogs are non-aggressive. All visitors will be searched prior to entering the visiting room and/or during the visit. If you do not wish to be searched, you may choose not to visit today.

These signs shall be posted in an area clearly visible by anyone entering the facility. These signs shall be presented in both English and Spanish.

VI. PERSONS EXEMPTED FROM THE VISITATION SCHEDULE:

Attorneys, clergy or government officials or persons from other agencies/organizations that are providing an approved service for the facility or the offender (e.g. Mental Health professionals, Indiana Vocational Rehabilitation counselors, etc.) may be approved for visitation on a case by case basis. Such visits will not be considered as part of the offender's regular visitation schedule and these visitors need not be on this offender’s visitation list (as determined in procedure III, above). If the attorney, clergy or government official is not on the authorized visiting list, approval from the Superintendent, Assistant Superintendent or Litigation Liaison is required. The Litigation Liaison shall serve as the Superintendent’s designee on all issues surrounding attorney visitation.

Where space is available and security of the facility or safety of the people involved will not be impaired, a special area is to be set aside for attorney-client interviews.

If space is available, arrangements may be made to allow clergy or approved spiritual advisors to have a separate space, outside of the regular visiting room/area, to meet with the offender. In both cases, such space shall be observable by staff; however, staff shall not listen to the conversation. Areas in the facility where space allows separate areas to be set aside for attorney-client visits are as follows.

- A. Attorney-client visits in the SCU may be in the assigned attorney booths of the non-contact visiting area. These two (2)-visiting booths provide for the passing of documents for reading/signing, one (1) sheet at a time.

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	12	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

- B. Attorney-client visits on the Southside may be in the private attorney visiting room adjacent to the general visitation area. These rooms allow for private conversation, while custody staff may maintain visual contact with the offenders and visitors.

VII. VISITATION BY EX-OFFENDERS AND PAROLEES/PROBATIONERS AND EX-EMPLOYEES:

In accordance with the administrative procedures for Policy 04-03-103, "Information and Standards of Conduct for Departmental Staff," staff shall notify the Superintendent or designee in writing whenever a friend or relative is committed to the Department. A staff person may be permitted to visit an offender who is an immediate family member. Additionally, with sufficient justification, a staff person may be permitted to visit an offender who is a family member but not an immediate family member. In these cases, the staff person shall provide the facility with sufficient information to verify the relationship and the need for such visits.

A staff person must obtain prior written approval to visit an offender. The staff person shall obtain State Form 51058, REQUEST FOR STAFF CONTACT WITH OFFENDER, from the facility. The staff person shall complete Sections I and II. The staff person shall provide as much information as possible, including information verifying the relationship, so that a decision can be made regarding the visit. The staff person shall submit the form to the Superintendent or designee. The Superintendent or designee shall review State Form 51058 and determine whether approval of the requested visit is in the best interests of the Department, offender and staff person. The Superintendent or designee shall consider such factors as the relationship between the staff person and the offender, the staff person's work history with the Department and the potential impact on the facility and the offender's adjustment. The Superintendent or designee shall indicate his/her decision on the form and forward it to the Superintendent of the facility housing the offender.

The Superintendent or designee shall review the request. The Superintendent or designee shall consider such factors as: the relationship between the staff person and the offender; the offender's conduct history; the frequency of visits to the offender; the offender's family background; and, the decision of the staff person's Superintendent and any comments made by that Superintendent, etc. If either or both of the Facility Heads do not approve the request from the staff person to visit the offender, the Facility Head of the facility housing the offender shall forward the request with all recommendations to the Executive Director of Adult Facilities or the Executive Director of Juvenile Services if the offender is a juvenile. The

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	13	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

appropriate Executive Director shall review the request and, if necessary, contact the facilities to obtain additional information before rendering a decision. If one of the facilities involved is not under the Executive Director's supervision, State Form 51058 shall be forwarded to the other Executive Director, as appropriate, for review and approval. If either of the Executive Directors deny the request, the request shall be considered denied and the staff person shall not be allowed to visit the offender. The decision of the Executive Director(s) shall be final.

If one of the facilities involved is not under the Executive Director's supervision, State Form 51058 shall be forwarded to the other Executive Director, as appropriate, for review and approval. If either of the Executive Directors deny the request, the request shall be considered denied and the staff person shall not be allowed to visit the offender. The decision of the Executive Director(s) shall be final. Following approval/denial by the Executive Directors the original State Form 51058 shall be returned to the originating Superintendent for filing and a copy shall be sent to the Superintendent of the facility housing the offender. Once an approval has been granted for visits between a staff person and an offender, the approval shall remain in effect until rescinded by the Executive Director of Adult Facilities or the Executive Director of Juvenile Services. If the request to visit is denied, the staff person may submit another request for visitation one (1) year from the date of the denial. If a staff person terminates his/her employment with the Department, any approval to visit an offender shall be rescinded immediately and the staff person will be required to follow the procedures for ex-employees to visit offenders in the Department.

Ex-employees who wish to visit an offender must make a written request for approval to the Superintendent or designee of the facility housing the offender prior to the visit. Generally, ex-employees shall not be allowed to visit an offender who has been housed in the same facility in which the ex-employee was employed and who was incarcerated at the facility during the time the ex-employee was employed there. The Superintendent or designee shall review the request and recommend whether the visit is in the best interest of the facility and the individuals involved. Unless the ex-employee and the offender are immediate family members or special circumstances exist, visits by ex-employees shall not be authorized until one (1) year after the employee's separation from the department. Ex-employees shall not be permitted to visit an offender if the relationship between the offender and the ex-employee started or resulted from contact between the ex-employee and the offender during the ex-employee's period of employment with the Department. The Superintendent or designee shall forward the request to the Executive Director of Adult Facilities for review and approval/denial. The Executive Director shall render a decision and so notify the Superintendent submitting the request. The decision of

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	14	of	39	Policy Number	02-01-102
-----------------------	-----------------------	-------------	-----------	-----------	-----------	----------------------	------------------

Title	OFFENDER VISITATION
--------------	----------------------------

the Executive Director shall be final. Ex-employees shall not be allowed to visit an offender until the request to visit has been approved by the Executive Director. If the decision is to deny the request to visit, the ex-employee may submit another request one (1) year from the date of the denial.

In cases where an ex-employee has been terminated from employment or allowed to resign prior to termination, or during an investigation arising from a violation of department rules or procedures involving an offender, (e.g. trafficking, inappropriate contact) the ex-employee shall be denied visitation privileges permanently from all department facilities. Such denials shall be noted in the OIS/JDS computer system.

Ex-offenders shall not be permitted to visit offenders in Department facilities without prior written approval being granted by the Superintendent. Ex-offender shall be permitted to visit only immediate family members. Permission for visits by ex-offenders who are not under any type of community supervision (e.g., parole or probation) may be considered after the ex-offender has been released from parole or probation supervision for a period of one (1) year.

Offenders currently on parole or probation may be considered for visits if special circumstances warrant such consideration. These special circumstances are visits, which will aid in the incarcerated offender's rehabilitation or adjustment to the facility or community upon release. Such visits shall be limited to immediate family members only. Parolees or probationers shall obtain written authorization from the parole or probation officer prior to being given consideration by the Superintendent. The original signed approval from the parole or probation officer must be sent to the Superintendent at the time the request to visit is made. The Superintendent or designee shall consider the safety and security of the individuals and the facility as well as the value to the offender when granting approval or denial of requests by ex-offenders and parolees/probationers to visit offenders. Denials of requests to visit shall be noted in the OIS computer system. Approvals to visit shall be for one (1) visit only unless otherwise specified by the parole or probation officer and the Superintendent or designee. In cases of denials, the parolee or probationer may submit a request again no earlier than one (1) year from the date of the last denial.

Victims generally shall not be allowed to visit offenders, unless the visit is for therapeutic reasons and a therapist has requested the visit and will be a part of the visit; or the Facility Head or designee determines that the visit will be in the best interests of the offender's re-entry into the community. Victims who are immediate family members of an offender may submit a request to the Facility Head of the facility housing the offender if they wish to visit the offender. The Facility Head or designee shall determine whether the offender has a Victim Notification (VN) flag involving the victim seeking to visit the offender. The Facility Head or designee

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	15	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

shall review the records regarding the actual crime and determine whether it appears that the victim and offender can safely visit. Visits between victims and offenders, if approved, may be non-contact visits or other restrictions may be placed on the visits, including a requirement that the visit be supervised. Visits with victims as a part of a victim reconciliation or restorative justice program may be approved by the Facility Head, if the program provides details of the program and supervision of the visit is provided and it does not appear that the visit will be a threat to the safety and security of the facility or the persons involved. If a visit between an offender and a victim is approved and the offender has a Victim Notification flag, the Facility Head or designee shall contact the Victim Notification Section in Central Office to advise of the intended visit. An offender who is approved to visit with a victim may be permitted to meet with a Mental Health staff person either before or after the visit in accordance with the facility's procedures for requesting Health Care services.

VIII. VISITATION RECORDS:

The visiting room officer shall maintain a record for every offender documenting all of the offender's visits, including visits by attorneys, government officials and clergy.

These records shall be maintained on the OIS computer system.

A. SL/1 (J Housing Unit) Visitation Records

Any hard copy records involving offender visits shall be placed in the offender's packet by the Counselor or Unit Team Manager prior to the offender being transferred to another facility or if the offender is released, prior to the transfer of the packet for storage.

B. Southside, CCU, Northside and SCU Visitation Records

All visitation sign in records will be kept on file at visitor processing. The OIS system will be used to maintain the offenders' visitation records at all times.

IX. VISITOR SIGN-IN:

Each visitor for SL/1 offenders shall sign-in at the J Housing Unit visiting room. Each visitor for Southside, CCU, Northside and SCU offenders shall sign-in at the Visiting Processing Desks in the Administration Building. All three (3) of these designated areas shall have access to the OIS computer system. State Form 14389,

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	16	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

LOG OF VISITORS (Attachment 5) shall be used for this purpose. Officers assigned to JHU visitation and the Visitor Processing Desks shall confirm and update the visitor's date of birth (DOB), sex and current address. Prior to release into the authorized visiting area, the following procedure shall be completed.

Staff assigned to the facility entrance/exit areas shall ensure that the following procedures are followed when visitors to the facility are processed:

- A. Staff assigned to the entry/exit post shall greet visitors with “Good Morning”, “Good Afternoon” or “Good Evening” and ask, “May I help you?”
- B. Staff shall ask, “Do you have in your possession any firearms, weapons, knives, ammunition, cell phones, narcotics, tobacco, or controlled substances including alcohol or marijuana? Are you presently under the influence of an alcoholic beverage, narcotic, or controlled substance?” If the visitor responds negatively and no contraband or prohibited property is found during the search process, entry into the visiting room may be allowed. If the visitor responds affirmatively, or contraband or prohibited property is found during the search process, staff shall advise the visitor that he/she will not be allowed into the visiting room. If the visitor is in possession of prohibited property, the staff person shall advise the visitor what action (method of disposal of the prohibited property, such as putting in vehicle or a locker if available) may be taken so that the visit may proceed. If the property is contraband, the staff person shall notify his/her Supervisor immediately for instructions regarding how to proceed and whether law enforcement will be notified. Staff shall follow the facility’s entrance operational procedures for Policy 02-03-101, “Searches and Shakedowns.” Cameras and recording equipment shall not be permitted into the facility without the prior written approval of the Superintendent or designee, except in cases involving news media as provided in the administrative procedures for Policy 00-03-101, "Distribution of Information" or department staff who need the equipment to carry out his/her duties.
- C. During the influenza season, staff shall question the visitor about influenza-like illness prior to entering the facility to visit. All visitors must be asked specifically if they have had, within the previous seven (7) days, any of the following symptoms:
 1. Fever
 2. Cough

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	17	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

3. Body Aches
4. Runny Nose
5. Sore Throat

Visitors with current symptoms observed during questioning or those who acknowledge having had any of the symptoms listed above in the previous seven (7) calendar days prior shall not be permitted to enter the facility. Non-alcohol-based hand sanitizer should be available in all visitor entries and all visitors should be encouraged to use this product before entering the facility.”

- D. Ask the visitor if they are or have ever been an employee of the Department of Correction. If the answer to all of these questions is no, then the visitor will be processed for visitation. If the visitor answers affirmatively, facility staff shall determine whether the visitor has received the necessary approvals as indicated in procedure VI. If the visitor has not received the necessary approvals, staff shall advise the visitor of the procedures and deny entry until the approvals are obtained. If it is determined that the visitor has not been truthful, the Superintendent shall be notified. The Superintendent shall submit a written report to the Executive Director of Adult Facilities. All facilities shall be notified that the individual shall not be permitted entry into any Department facility. The visitor has the right to appeal the decision to the Commissioner or designee for reconsideration.
- E. Ask the visitor the name of the person they wish to visit and, if they are visiting an offender, the offender’s DOC identification number.
- F. Look up the offender’s DOC number on the offender list.
- G. Look up the offender in the Offender Information System (OIS) or Juvenile Data System (JDS) by the DOC number.
- H. Ask the visitor for their picture identification.
- I. Check OIS/JDS to ensure the visitor is on the counselor’s approved list of visitors for that offender. Ensure the visitor is in compliance with the dress code.
- J. Determine if there are any restrictions for the offender. (VMR, non-contact, etc.)

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	18	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

- K. Determine if there are restrictions for this particular visitor.
- L. Document visitation information on State Form 14389, "Log of Visitors".
- M. If there are minor visitors, verify by documentation that the accompanying adult is the parent, legal guardian or has minor authorization to bring the child into the facility to visit. All visitors 16 years and older must possess an approved picture identification (e.g., valid driver's license, state identification card, military identification [active duty only], or passport).
- N. Create a visitor pass using OIS/JDS and send the pass to the appropriate visiting room where applicable.
- O. Explain what property they are allowed to carry in with them and that they must possess their identification at all times while inside the facility.
- P. Explain the procedure of locking unauthorized property in the lockers where applicable or have the visitor return the items to the vehicle.
- Q. All allowable items shall be placed in a container prior to the search procedure.
- R. Prior to physically searching the visitor, staff shall instruct the visitor to submit to a search using a metal detector (either a walk-through or a hand-held metal detector).
- S. Following the visitor passing the metal detector and before the visitor retrieves his/her personal property, if the facility has ion scanning equipment, the visitor shall be asked to submit to a search using the ion scanning equipment in accordance with Department procedures.
- T. A modified frisk search shall be conducted on the visitor in accordance with Policy 02-03-101, "Searches and Shakedowns."
- U. Property including shoes shall pass through the x-ray machine, if applicable. Facilities without an x-ray machine shall physically inspect personal items.
- V. If the visitor cannot pass the walk-through metal detector then the handheld metal detector shall be utilized. If the visitor cannot pass the search with the handheld wand, then the visitor will be afforded the opportunity for a strip search. Approval must be received by the Facility Head or designee prior to

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	19	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

a strip search. If the visitor refuses the strip search a gate closure will be initiated. If a visitor cannot pass a search with the handheld wand due to documented medical reasons and provides proof of such, the visitor shall be allowed entry without a strip search with the approval of the Shift Supervisor.

- W. The visitor shall retrieve his/her property from the x-ray machine where applicable.
- X. At this time the visitor is allowed to enter the facility and directed to the proper visiting room where applicable.
- Y. After the visit is completed the time shall be documented on State Form 14389 "LOG OF VISITORS".
- Z. The visitor must proceed to the entry/exit checkpoint to have their identification verified prior to exiting the secured perimeter.

When an official offender visitor comes to a facility to visit an offender, the visitor will be given an identification badge different from the badge given to the family and friends of an offender.

X. **IDENTIFICATION:**

All visitors age sixteen (16) years and older shall be required to produce positive, photo identification before entry to the visiting area. All visitors must present valid identification each time they visit. The only forms of identification accepted by the Department are:

- A. A valid driver's license from the state of residence
- B. A valid state photo identification card from the state of residence
- C. A valid photo military identification card (active duty only)
- D. A valid passport.

Additionally, all minor visitors to VMR offenders will be required to provide a copy of a birth certificate no matter the age and additional identification may be required in other special circumstances as required by the Facility Head or designee.

Visitors under the age of eighteen (18) years old shall be accompanied by a parent or legal guardian at all times while on the facility grounds. This procedure does not apply to an offender's spouse who is under the age of eighteen (18) years. Based upon a request from the offender, the Superintendent may grant an exception to this requirement. In cases where a parent or guardian cannot accompany a minor child,

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	20	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

the Superintendent may approve another responsible adult to accompany the minor child during a visit. In these cases, the accompanying adult must be on the offender's visitor list. Also, the minor child's parent or legal guardian must sign and have notarized State Form 48965, AUTHORIZATION FOR MINOR CHILD TO VISIT (see Attachment 7), prior to the minor child being authorized to visit. Minor children under the age of sixteen (16) years of age shall be assigned a compute generated identification number in the OIS computer system. All visitors over the age of thirteen (13) years shall be logged into the OIS computer system and entered on the State Form 40826, LIST OF APPROVED VISITORS.

The official offender visitor will need to provide identification indicating that he/she meets the requirements to be considered an "official" offender visitor and shall advise staff that they are at the facility to visit the offender in an official capacity on behalf of the their agency or organization.

XI. PUBLICATION AND DISTRIBUTION OF VISITATION RULES:

The offender shall be advised during his orientation that prospective visitors are to be informed as to the rules and procedures governing visitation before the visitor attempts to visit. It is the responsibility of the offender to ensure that any prospective visitors are made aware of the facility's visitation procedures. Copies of visiting rules shall be available for offenders to include with APPLICATION FOR VISITING PRIVILEGES mailed to prospective visitors.

Offenders shall be informed of visitation rules during orientation. Signs posted at the Visiting Processing Desk; the visitor's waiting area, and the Visiting Room shall also be posted to inform visitors of items A – E, below. Visitor shall, prior to visitation with an offender at the facility, be advised of the following rules:

- A. Visitors, including their person, personal property and vehicles while on Department property is subject to search at anytime;
- B. The items which may be brought into the visiting area by the offender and the visitor;
- C. The statute (IC 35-44-3-9) which addresses trafficking with an offender (This statute shall be posted in a conspicuous place in the waiting area); and,
- D. "Visitors enter the facility and visiting area at their own risk and the Department shall assume no responsibility for any injury or damage to property." (This information shall be posted in a conspicuous place in the

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	21	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

waiting area.)

- E. Offenders are not allowed to use the restroom during visits unless for medical reasons. If it is a medical reason then the documentation is to be presented to the officer(s) in charge of the visit room(s).

The visitation rules below shall be written documents attached to these operational procedures. Items A through D shall be incorporated into State Form 41746, NOTICE OF PLACEMENT ON APPROVED VISITING LIST.

- F. Level One Visitation Rules.
- G. Northside, Southside, CCU and SCU Visitation Rules.
- H. End of Life Care South Side Infirmary Rules.

Upon request from an offender or a visitor, the facility shall advise what types of transportation may be available to the facility for visitors. This information may include various sources of public transportation or any forms of privately operated transportation that may be available. The facility shall make no recommendations regarding potential sources of transportation.

XII. SPECIAL VISITS:

Special visits may be granted, with the prior approval of the Commissioner, Superintendent, Assistant Superintendents, Unit Team Manager, Shift Supervisor, or Casework Manager, on a case by case basis. Consideration shall be given to sources of transportation, accessibility to the facility by visitors, the distance a visitor must travel and any special circumstances.

Special visits may be granted based on:

- a. distance of travel;
- b. frequency of visits; and,
- c. a verifiable emergency (i.e., serious illness or death of a family member or similar emergency) exists.

Consideration shall be given to the objectives of rehabilitation as well as to the safety and security needs of the facility. Special visits are not permitted on holidays

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	22	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

and weekends due to the volume of visitors. ANY exceptions concerning special visits must be approved by the Superintendent or designee(s) listed above.

Members of the news media may be granted special visits in accordance with Policy 00-03-101, "Distribution of Information."

XIII. SEGREGATED OFFENDERS:

A. Northside and SCU

Visits for offenders in Administrative Segregation (DHU) shall be conducted in the non-contact visiting area in the Offender Services Building. Protective Custody offenders in SL/4 shall use the non-contact visiting area in the Offender Services Building the same as Administrative Segregation (DHU) offenders. SCU offenders in Administrative Segregation and long-term Disciplinary Segregation shall be subject to video visitation.

B. Southside and CCU

Visits for Southside offenders in Administrative Segregation and Disciplinary Segregation will be conducted in the non-contact, segregation visitation area adjacent to the visitation room.

Notification of non-contact visitation due to offender assignment shall be in accordance with procedure XVI.B. below. This procedure does not apply to Security Level 1 (JHU) offenders.

XIV. DENIAL AND SUSPENSION OF VISITATION AND GATE CLOSURES:

Visitation privileges may be denied, suspended or placed on gate closure status by the Superintendent or Assistant Superintendent. Offenders or visitors who violate or abuse the rules governing visitation at the facility may have their visitation privileges temporarily or permanently suspended. An offender's visitation privileges also may be temporarily suspended for administrative reasons, such as during lockdowns. Temporary suspensions of an offender's visitation privileges may be for all visits or may be limited to a specific visitor. Temporary suspensions of an offender's or visitor's visitation privileges shall be for a determinate length of time and shall be limited to no more than thirty (30) days. However, visitation privileges for a specific visitor may be permanently denied and a gate closure issued if it is determined that to allow such visits would threaten the safety and security of the facility. Any temporary suspension for a period of more than sixty (60) days or

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	23	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

permanent suspensions (gate closures) shall be reported to the Executive Director of Adult Facilities. Any suspension of an offender's visitation privileges and gate closures shall be noted on the OIS computer system.

Additionally, visitors who violate the visitation rules/procedures may be denied visits to a particular offender, to a specified facility or to all Department facilities. Denial of these privileges shall be based upon the Department's interest in security, safety and order of the facility and the safety of the individuals involved.

Denial or suspension of visitation privileges or gate closures shall be given to the offender and visitor in writing by the Superintendent or appropriate Assistant Superintendent. This notice shall include the reason for the denial, the name of the staff person making this decision and the right of the offender to appeal the decision through the "Offender Grievance Process," Policy 00-02-301. The Executive Director of Adult Facilities shall be notified, in writing, of all gate closures. The Executive Director of Adult Facilities shall notify all facilities of gate closures. The denial or suspension of visitation privileges or gate closures shall be logged in the OIS computer system. State Form 3779, DENIAL/RESTRICTION OF VISITATION PRIVILEGE (Attachment 6) shall be used to notify the offender of the decision to deny or restrict visitation privileges. The Restrictions Reports shall be printed routinely by the facility to monitor the denial or suspension of visitation privileges or gate closures. Additionally, the Facility Head or designee issuing the suspension or gate closure shall send an e-mail to all other facilities notifying the facilities of the suspension or gate closure. The e-mail shall indicate the name of the visitor, the offender who was being visited, the reason for the suspension or gate closure and, if it is a temporary suspension, the date that the suspension will end.

Additionally, the visitor shall be advised that while the suspension or gate closure is in effect, the visitor shall not be permitted to visit offenders in any Department facility. Whenever possible, the offender and the visitor should be notified of the suspension or gate closure within two (2) weeks of the initial decision. The denial or suspension of visitation privileges or gate closures shall be logged in the OIS/JDS computer system.

In cases where an offender's visitation privileges are suspended due to either the offender's behavior or based upon security needs of the facility, it shall be the responsibility of the offender to advise any prospective visitors as to this suspension. Visitors who come to the facility to visit offenders whose visitation privileges have been suspended shall be advised that the offender may not receive visitors and the approximate date when the suspension may be lifted.

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	24	of	39	Policy Number	02-01-102
-----------------------	-----------------------	-------------	-----------	-----------	-----------	----------------------	------------------

Title	OFFENDER VISITATION
--------------	----------------------------

Visitors whose visitation privileges to visit an offender are denied or suspended or who are the subjects of gate closures may submit a letter to the Facility Head of the facility housing the offender requesting that the denial, suspension or gate closure be reconsidered. The Facility Head or designee shall review the request and determine whether the denial, suspension or gate closure was applied in accordance with these administrative procedures. If the Facility Head or designee determines that the denial, suspension or gate closure is to be rescinded, the Facility Head shall ensure that all appropriate staff at the facility and any other facilities are notified of the decision and that the visitor shall be allowed to visit the offender again. If the decision of the Facility Head or designee is to uphold the denial, suspension or gate closure, the visitor shall be advised that he/she may appeal the decision of the Facility Head by writing to the Executive Director of Adult Facilities. The visitor shall explain the circumstances of the denial and why the visitation privilege should be reinstated. The Executive Director of Adult Facilities shall contact the Facility Head who has denied visitation and determine the reasons for this action. The Executive Director shall notify the visitor of his/her decision. The Executive Directors shall maintain a file of all requests to reinstate visits and the decision to uphold or reverse the restriction. The decision of the Executive Director shall be final.

If the action of the Facility Head is upheld, the visitor may apply again to have visitation reinstated no earlier than one (1) year from the date of the Executive Director's denial. The visitor shall send a letter to the Facility Head of the facility housing the offender requesting that visitation be reinstated. The Facility Head shall review the request and any previous materials relating to the request. If the decision of the Facility Head is to lift the visitation restriction, the Facility Head shall send a letter to the visitor advising that the restriction has been lifted and that the visitor is may commence visiting the offender again. If the visitation restriction is upheld, a letter shall be sent to the visitor advising that they may again apply for visitation no earlier than one (1) year from the denial. The visitor shall be advised that the decision of the Facility Head may be appealed to the Executive Director of Adult Facilities.

If the visitor appeals the Facility Head's denial, the Executive Director of Adult Facilities shall review the appeal. If the Executive Director overturns the Facility Head's decision upon review or on appeal, the Executive Director shall notify the visitor and Facility Head issuing the gate closure as to the decision. The Facility Head shall be instructed to lift the gate closure and allow the visitor to have visits at the facility. Also, the Executive Director making the decision shall send an e-mail to all facilities advising that the gate closure has been lifted. If the Executive Director upholds the Facility head's decision, the visitor shall be so notified and

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	25	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

advised that this decision may be appealed to the Facility Head of the facility housing the offender one (1) year from the date of the Executive Director's decision.

XV. VOLUNTEERS/MENTORS:

Volunteers/Mentors are subject to all provisions of these operational procedures, Operational Procedures for Policy 01-03-103, "The Development and Delivery of Community Involvement" and operational procedures for Policy 01-03-104 "Faith and Character Based Housing Program." Visits by volunteers/mentors as a part of an approved volunteer program at the facility shall be in addition to an offender's normal visiting schedule. Volunteers/Mentors shall be advised of the facility's visitation rules/procedures during the volunteer's orientation training.

Persons who are providing services to offenders in a volunteer capacity may be allowed to visit an offender outside of the approved volunteer program. Persons who are on an offender's visitation list may be permitted to provide volunteer services at the facility housing the offender if the volunteer's program duties are such that visiting the offender would be in the best interests of the program and the offender. Volunteers may be allowed to visit an offender at a facility not receiving their services. However, they are to report to the Facility Head or designee of the facility where their services are provided and the Facility Head of the facility housing the offender that they are visiting an offender at another Department facility.

XVI. BODY AND STRIP SEARCHES OF VISITORS:

All visitors shall be advised that they are subject to frisk search prior to being allowed each entry into the facility or visiting area. Visitors may be asked to submit to a strip search; however, strip searches are to be used only in the most extreme circumstances where reasonable cause exists to believe the visitor is carrying prohibited property or contraband and poses a risk to the security of the facility and/or individuals. The decision to request a visitor to submit to a strip search shall be made by the Superintendent or designee. In such cases, the visitor shall be given the option of either submitting to the strip search or being refused entry into the visiting area. The visitor shall be advised as to why the request is being made.

Additionally, visitors shall be subject to additional searches using metal detectors and ion scanning equipment. Visitors in the waiting area and in the visiting room may be searched by trained K-9s at any time while in the facility. Searches by K-9s shall be in accordance with the procedures for the search of persons using drug and tobacco detecting K-9s in the Department's Emergency Response Manual.

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	26	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

Facilities shall ensure that visitors are informed of the proper behavior and actions when being searched by K-9s. This notification shall include a sign posted in the visitor waiting area and the visiting room as well as staff announcing the entrance of K-9s into an area for searches.

Official offender visitors shall be subject to the same “modified” frisk search and other search procedures (i.e. metal detector, ion scan, etc.) as all other offender visitors unless the Facility Head authorizes an exception to the search procedures.

Body and strip searches, use of metal detectors, x-rays and inspection of purses, packages and bundles shall be governed by the standards established in Policy 02-03-101, "Searches and Shakedown" and shall be consistent with the security needs of the facility.

A refusal by a visitor to submit to a search of either the visitor's person or belongings carried into the facility shall be sufficient cause to deny a visit. The facility shall follow the procedures established in procedure XIV for documenting the denial of a visit.

Offenders shall be strip searched prior to entering the visit room and shall be strip searched immediately upon leaving the visiting room before being allowed to return to their living assignment. At the conclusion of the visit, the offender shall be required to leave the visiting area first. The visitor shall be requested to wait until the offender has been processed and searched. If staff finds any prohibited property or contraband on the offender, staff shall identify the visitor and shall contact local law enforcement.

XVII. BODILY CONTACT BETWEEN OFFENDER AND VISITORS:

A. Contact Visits

Visits shall be as informal and private as possible. Offenders and visitors may be physically separated. In those cases where an offender and visitor are permitted contact, an offender and his visitor(s) shall be permitted to shake hands, embrace, or kiss at the beginning and end of their visit. There will be no kissing or embracing during the actual visit. Offenders may hold hands with their visitors during the visit, but shall not touch any other part of their visitor's body. Children may sit on an offender's lap only if the child is too small to sit in a chair.

When an official offender visitor concludes the visit with the offender, they

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	27	of	39	Policy Number	02-01-102
-----------------------	-----------------------	-------------	-----------	-----------	-----------	----------------------	------------------

Title	OFFENDER VISITATION
--------------	----------------------------

will not be required to remain in the waiting area until the offender goes through the strip search process prior to leaving the visiting area. If staff searching the offender discovers any prohibited property or contraband in the offender's possession after a visit with an official offender visitor, the staff person conducting the search will follow the standard procedures when such items are discovered and will notify the Shift Supervisor. The Shift Supervisor shall notify the Facility Head as soon as possible. The Facility Head will advise the appropriate Executive Director of the incident and shall contact the official offender visitor's supervisor.

B. Non-Contact Visits

1. Offenders and visitors may be physically separated. Contact visits may be denied for an offender assigned to the facility in accordance with Procedure XIV and shall require the same notice and right to appeal as outlined in Procedure XVII.
2. Offenders who are found guilty of certain violations of the applicable disciplinary code shall be subject to non-contact visits for prescribed periods of time. Following review and approval by the Superintendent or designee, offenders who have been found guilty of the following disciplinary code offenses shall be permitted only non-contact visits:
 - a. Testing positive for the use of a controlled substance.
 - b. Refusal to submit to a test to determine the presence of a controlled substance.
 - c. Possession and/or distribution of a controlled substance.
 - d. Possession of a firearm or deadly weapon, including ammunition, or an explosive device.
 - e. Multiple findings of guilt for use or possession of tobacco, tobacco associated products or unauthorized tobacco substitute products (including, but not limited to, more than one lighter, more than one box of matches, more than one package of cigarette rolling papers, etc.)
 - f. Possession of escape materials.

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	28	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

- g. Unauthorized possession of an electronic device (e.g., cellular telephone, pager, etc.) or altering an approved electronic device to use it as a charger for a cellular telephone.
- 3. Additionally, upon recommendation of the Disciplinary Hearing Body and approval of the Superintendent, an offender may be considered for non-contact visits for violations of other disciplinary codes, including, but not limited to:
 - a. Assaults/batteries
 - b. Sex related offenses
 - c. Physically resisting staff
 - d. Possession, use or making of intoxicants
 - e. Trafficking
 - f. Violations that occur in the Visiting Room.
 - g. Escape or attempted escape
- 4. Upon review by the Assistant Superintendent of Operations, a written recommendation may be made to the Superintendent to place an offender on non-contact visitation status. If the Superintendent determines that the evidence supports the action, the offender shall be allowed only non-contact visitation based on the following guidelines:
 - a. First offense - Six (6) months of non-contact visits.
 - b. Second offense - Twelve months of non-contact visits.
 - c. Third and subsequent offenses - Permanent non-contact visits.

In order to impose either 12 months of non-contact or video visits or permanent non-contact or video visits the offender must have been placed on six (6) months and/or 12 months of non-contact or video visits previously. The offender must have progressed through the lower levels of non-contact or video visits. Simply finding an offender guilty of any of the above offenses and not imposing non-contact or video visits shall not entitle the offender to be given a longer period of non-contact or video visits following the next finding of guilt. Additionally, non-contact or video visits imposed in

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	29	of	39	Policy Number	02-01-102
-----------------------	-----------------------	-------------	-----------	-----------	-----------	----------------------	------------------

Title	OFFENDER VISITATION
--------------	----------------------------

a prior period of incarceration or in a prior commitment period shall not be considered when imposing non-contact or video visits in the current commitment.

These restrictions shall not be considered as a part of any disciplinary action taken against the offender for guilty findings for any of the indicated offenses; but shall be an administrative action in addition to any disciplinary action taken against the offender. The Disciplinary Hearing Body or Screening Officer shall notify the Superintendent or designee of any offender who has been found guilty of any disciplinary code violation which may result in a recommendation for non-contact visits.

5. When a decision is made to permit only non-contact visits, the offender shall be notified in writing, on State Form 43324, **MODIFICATION OF VISITING PRIVILEGES**. This notification shall include: the reason for the imposition of the non-contact visits; the time period for the imposition of non-contact visits; and, the offender's right to appeal the decision through the procedures for Policy 00-02-301, "Offender Grievance Process." In those cases where the non-contact visits apply only to a specific visitor, the visitor shall be notified in writing of the decision and his/her right to appeal this action to the Commissioner or designee.

Following the imposition of non-contact visits and the exhaustion of appeals through the Grievance Process, an offender who has been placed on non-contact visit status can request his visits be reinstated at the close of the restriction time frame (i.e. 6 months, 12 months). The offender shall submit a written request to the appropriate Unit Team Manager asking that the imposition of non-contact visits be reconsidered. The Unit Team Manager shall review the request and the offender's record during the restriction period (i.e. 6 months, 12 months) and render a decision.

An offender who has been placed on permanent non-contact visit status may request that this status be reviewed two (2) years from the date of the decision to impose non-contact visits. The offender shall submit a written request to the Superintendent asking that the imposition of non-contact visits be reconsidered. The Superintendent shall review the request and the offender's record during the two (2) year period and render a decision. If the

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	30	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

Superintendent denies the request, the offender may appeal the decision to the Executive Director. The Executive Director shall review the request and the Superintendent's comments and render a decision. The decision of the Executive Director shall be final. If the request is denied, the offender may submit another request to the Superintendent one (1) year from the date of the final denial.

When non-contact visits are imposed, the information desk, visitor processing desk and Classification Department shall be notified. Any passes issued shall specify, "Non-contact visits." In such cases, the visitor shall be notified, in writing, of the decision. When a visitor arrives for an offender on non-contact visit status, it is the responsibility of the Visiting Processing Officer to notify the Visiting Room personnel of the impending non-contact visit. The Non-contact visit status will be recorded in the OIS system under the counselor's approval list by the accomplishing the following procedures:

Go to the Counselors Approval List (PF9)

Go to create (PF1)

Enter the following:

Name, Last: A.

Name, First: Non-Contact

Visitor Type: O

Visitor Status: R

Comments: List date when non-contact status begins and whether this is first, second or permanent.

To remove non-contact status simply press (PF3) to terminate the record.

6. Non-contact visits shall be conducted in the designated space provided.
 - a. Offenders in Northside general population will report to the Offender Services Building where they will be strip searched and escorted to the non-contact visiting area.
 - b. Offenders from Northside administrative segregation units

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	31	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

shall be escorted from the living unit to Offender Services Building. Segregated offenders shall be strip searched by the escorting staff.

- c. Offenders in Northside disciplinary segregation shall visit in the non-contact visiting area of the SCU.
 - d. Offenders in Southside open population will report to the visiting room/annex where they will be strip searched and escorted to the non-contact visitation area. Offenders in Southside administrative segregation, protective custody or disciplinary segregation shall be escorted from the unit to the visiting room/annex. Segregated offenders will be strip searched by escort staff. Segregated offenders shall visit in the non-contact visiting room adjacent to the visitation room.
- 7. The offender shall be placed in the non-contact visiting space before the visitor is allowed to enter the conference room. Restraints (if employed) may be removed after the door is secured (Northside only). Restraints may not be removed from CCU offenders.
 - 8. All non-contact visits shall be supervised.
 - 9. Non-contact visits for offenders in general population shall be for a maximum of one (1) hour, but may be shortened or extended as time and space permits.
 - 10. Non-contact visits will be restricted to a maximum of two (2) adult visitors and two (2) children seated on the adults' laps.

XIII. SUPERVISION OF VISITING ROOM:

- A. The following rules shall be maintained in the visiting area Post Orders:
 - 1. Direct visual supervision of the entire visitation area shall be maintained at all times. Staff shall roam the visitation area to view all interactions between offenders and visitors. While mirrors or cameras can augment direct supervision and compensate for blind spots, staff will position themselves with a direct line of sight on interactions between offenders and visitors.

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	32	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

2. Staff shall immediately intervene on inappropriate behavior, which may include behavior outside the bounds of permitted intimacy, or involve any violation of visiting regulations that may prove uncomfortable, disruptive, or offensive to other offenders and visitors.
3. Should inappropriate behavior result in an incident report or termination of the visit, staff must provide the reasons for terminating a visit in writing.
4. Notices will be posted informing visitors of the potential for monitoring anywhere in the visiting area.

XIX. RESTRICTIONS ON VISITS WITH MINORS:

Offenders who have a current or prior sex offense adjudication and/or conviction involving a minor may be restricted from receiving visits from minors (i.e. persons under the age of 18 years of age excluding spouses who are not the offender's victim).

A. INTAKE ASSESSMENT:

1. When an offender is received at a Department Intake Unit, staff at the Intake Unit shall review the offender's records to determine whether there has been either a conviction as an adult or adjudication as a juvenile for a sex offense involving a minor. Staff at the Intake Unit shall complete the INITIAL SEX OFFENSE CHECKLIST for all offenders committed for a sex offense and shall include information relating to the offense. If there is such a conviction/adjudication, the offender's record shall be marked with a "Y" (for Yes) in the "VMR" (Visitor-Minor Restriction) field in the Offender Information System (OIS). This data is entered into the "Current Classification" screen. The "VMR" flag can then be viewed in the "Current Classification" screen and above the Offender's DOC Number on the "Visitor List" and "Visitor Log" screens. This screen shall be reviewed as part of A & O upon transfer to other facilities.
2. Any offender identified as having a sex offense involving a minor shall be notified in writing of the visitation restriction with minors. State Form 3779, "Denial/Restriction of Visitation Privilege," shall

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	33	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

be used for this purpose. The offender shall be advised that his visitation with minors will be restricted until his record has been thoroughly reviewed and he meets with the Unit Team at the facility. A copy of the completed State Form 3779 shall be placed in Section 5 of the offender's facility packet.

3. The following visiting restrictions for minor visitors shall be imposed:
 - a. Offender with no current or previous sex offenses involving a minor – No restrictions on minor visitation.
 - b. Offender with no sex offense(s) in the current commitment period and a previous sex offense that did not involve a minor – No restrictions on minor visits.
 - c. Offender with a no sex offense(s) in the current commitment period and a previous sex offense involving a minor:
 - (1) If the offender was discharged from supervision 10 or more years prior to the current commitment – Non-contact visits with minors.
 - (2) If the offender was discharged from supervision less than 10 years from the current commitment – No minor visitation.
 - (3) If the offender has multiple sex offenses involving minors or the use of force or threat of force was used (involving a minor) – No minor visitation.
 - d. Offender with a sex offense involving a minor in the current commitment period: No minor visitation.

B. HOUSING FACILITY ASSESSMENT:

1. Upon receipt of the offender at the facility and during the admission and orientation (A & O) process, staff shall determine whether the offender is a "VMR" offender. If the offender is a "VMR" offender and has requested that minors be placed on his visitation list, the staff in A & O shall advise the offender's Unit Team of the "VMR."

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	34	of	39	Policy Number	02-01-102
-----------------------	-----------------------	-------------	-----------	-----------	-----------	----------------------	------------------

Title	OFFENDER VISITATION
--------------	----------------------------

During the Unit Team's first meeting with the offender, the "VMR" designation will be discussed with the offender. The offender shall be advised as to any minor visitation restrictions. Unit Team staff shall complete the facility review determining whether the offender should be allowed to have minor visitation. Until the Unit Team completes the review and advises the offender, the offender shall be restricted as indicated above.

- a. The offender must not have had any disciplinary code violations for any sex related offenses during the preceding 12 months.
 - b. The intended visitor must be documented in the offender's packet as the offender's child or grandchild (including step-children and step-grandchildren) and must not have been a victim of the offender.
 - c. The offender has not been adjudicated/convicted of any other sex offense and there is no documentation, in the offender's records, indicating the offender has/had multiple victims. If the offender has multiple counts for sex offenses in the current commitment period, these offenses shall count as only one (1) offense if there was a single victim.
 - d. The offender must not have had any other visitation restrictions for sexually related activities within the preceding 12 months.
 - e. There must be no known court orders restricting/prohibiting the offender's contact with the intended minor visitor(s).
 - f. The circumstances surrounding the triggering adjudication(s)/conviction(s) indicate the minor, though legally incapable of consenting, was not compelled by force or threat.
2. The Unit Team shall review the responses to the above questions. If the responses to Questions a, c, d, e and f are in the negative and the response to Question b is in the affirmative the offenders shall be permitted or denied visitation with minors as indicated in the procedures above.

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	35	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

If any of the responses to Questions a, c, d, e or f are in the affirmative or if the response to Question b is in the negative, the offender shall not be permitted to have visits with minors. The Unit Team shall notify the offender in writing of its decision regarding visits with minors. If there is a restriction, either non-contact or no visits, the Unit Team shall use State Form 3779 for this purpose.

- C. Offenders who are denied visits with minors shall automatically receive a Case Review to ensure that the restriction is appropriate. The Facility Head or designee shall forward all pertinent material regarding the reason for the restriction to the Division of Mental Health in Central Office.

The SOMM Program Manager in Central Office shall complete a Case Review of the offender and make a determination as to whether there should be any changes in the decision of the Unit Team. The decision of the Central Office staff shall be final. There shall be no appeal through the Offender Grievance Process of this decision as the decision to restrict the visits will automatically be reviewed by Central Office.

The SOMM Program Manager in Central Office shall submit a copy of the Case Management Review Summary to the Facility Head of the facility housing the offender with a decision regarding whether visits with minors are to be permitted and any restrictions on these visits. The Facility Head shall review the decision in the Case Management Review Summary and ensure that the decision is implemented. The Facility Head shall ensure that the Case Management Review Summary is filed in the offender's facility packet.

If the decision is to grant the visits, the Facility Head shall ensure that the offender is notified that the requested visits are granted contingent on the following:

1. The offender must consent to send State Form 50270, SEX OFFENDER VISITATION WITH MINOR VISITATION DISCLOSURE at his expense to the parent/legal guardian of the intended visitor(s) and the parent/legal guardian must complete the form. This form shall indicate the offender's offense; the circumstances of the offense; an agreement to accept responsibility for a minor to visit the offender; agreement to abide by all of the facility's visitation rules; and, the conditions of the visit. This form

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	36	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

must be completed and returned to the facility.

2. Whenever a visit occurs, a picture identification card must be presented for each minor visitor. (Picture identification cards are available from the Bureau of Motor Vehicles License Branches).

The child(ren) may visit the offender only in the company of the parent/legal guardian unless prior approval has been given, in accordance with these procedures, to allow another adult to accompany the child(ren) to the facility.

If all of the above conditions are met, visits with the requested minor(s) who are immediate family may occur.

If the intended minor visitor is the legal spouse of the offender and the marriage can be verified through the offender packet or by the spouse providing documentation, the spouse shall be permitted to visit the offender. In cases where the spouse was the victim of the offender, if approved in the Case Management Review, the spouse may be allowed to visit the offender.

Once visitation has been granted, the Facility Head shall ensure that the approval is noted in the "Comment" field in the "Counselor's Approval List" in OIS while retaining the "Y" indicator on the "VMR" field. The original approval and Case Management Review Summary shall be filed in the offender's packet with other visitation documents.

- D. The decision to allow an offender to have visits with minors shall be honored by all facilities as long as the offender continues to meet the stated criteria and continues to make progress towards his RAP.
- E. During the development of the Offender's Re-Entry Accountability Plan (RAP) the Unit Team shall discuss any restrictions placed on the offender's visitation with minors. The Unit Team shall advise the offender that if the offender makes substantial progress in meeting the needs identified in the RAP, the offender may have the restriction lessened or removed. Substantial progress means that the offender has made significant strides in completing any programs identified that may impact the likelihood that the offender will re-offend. For example, if the offender successfully participates in the SOMM Program, the approved Substance Abuse Program or other programs, such as "Thinking for a Change" or an approved Anger Management Program, the Unit Team may consider lessening the visitation

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	37	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

restriction.

1. The offender's minor visitation restrictions shall be reviewed during each RAP review. If the Unit Team determines that the offender has made significant progress in addressing the areas in the RAP, the Unit Team shall contact SOMM staff, if available at the facility, to discuss modifying the restrictions on minor visitation. The Unit Team shall submit a recommendation based upon its findings and the input from the SOMM staff to the Facility Head for a decision.
 - a. If the Facility Head approves lifting the restriction, the Unit Team shall notify the offender that he may have contact visits with his children.
 - b. If the Facility Head denies the lifting of the restriction, the Unit Team shall advise the offender of the decision and the reason for the decision. The offender shall be advised that he shall be reviewed again in six (6) months.
 - c. The decision of the Facility Head shall be final.
2. Offenders who have been placed on no minor visitation shall be required to remain on this restriction for one (1) year before being considered for non-contact visits with minors. The Unit Team shall meet with the offender during the next RAP review following the end of the one (1) year period and shall review the offender's behavior and progress in addressing those areas indicated in the RAP. If the Unit Team believes that the offender's behavior has been appropriate and that he has made appropriate progress in addressing the issues in his RAP, the Unit Team shall contact SOMM staff, if available at the facility, to obtain their opinion about lifting the restrictions on the offender's visitation with minors. The Unit Team shall submit a recommendation based upon its findings and the input from the SOMM staff to the Facility Head for a decision.
 - a. If the Facility Head approves the recommendation, the Unit Team shall advise the offender that he has been approved for non-contact visits with minors.
 - b. If the Facility head denies the lifting of the restriction, the

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	38	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

Unit Team shall advise the offender of the decision and the reason for the decision. The offender shall be advised that he shall be reviewed again in six (6) months.

- c. In cases where these offenders are granted non-contact visits, they will be required to remain on non-contact visits for at least one (1) year. After being on non-contact visits with minors for one (1) year, they may be considered for contact visits in accordance with the above procedures.
- d. The decision of the Facility Head shall be final.

- F. The Unit Team shall review any disciplinary actions taken against the offender, any visitation restrictions imposed, the offender's progress toward completing the requirements in the RAP and whether the offender continues to meet the criteria for minor visitation. The Unit Team shall make a determination as to whether the offender's minor visitation status should be revised and, if a change appears appropriate, shall submit a recommendation to the Facility Head.

If the offender, after having been approved for visits, fails to continue to meet any of the above criteria or exhibits any behavior that raises concerns about the safety or security of the facility or the public, the approval for any visits with minors shall be rescinded immediately.

- G. In certain cases, visits with minors may be permitted even if the offender does not meet all of the above criteria and a Case Management Review has not been conducted. Unless prohibited by a court order, the Facility Head may approve a visit with minors who are immediate family members in the following situations:
 - 1. The offender is in the last stages of a terminal illness and it appears that the offender's death is imminent.
 - 2. A therapeutic visit is requested by the victim's licensed therapist. If the victim is in therapy and the victim's therapist believes that the visit is necessary for the successful treatment of the victim, the therapist may request a special visit. The therapist must submit a request on his/her letterhead stating the purpose of the visit and those to be present at the meeting. Additionally, the therapist must provide a signed statement from the victim or the victim's parent/legal

**WABASH VALLEY CORRECTIONAL FACILITY
OPERATIONAL PROCEDURES**

Manual of Policies and Procedures

Effective Date	August 1, 2012	Page	39	of	39	Policy Number	02-01-102
Title	OFFENDER VISITATION						

guardian, if the victim is still a minor, authorizing this visit and a copy of the therapist's state license. The Facility Head shall review this request and determine whether it appears that to permit such a visit will be in the best interests of all parties. If the proposed visit appears to be appropriate, the Facility Head or designee shall contact the offender to ensure that the offender agrees to such a meeting. If the Facility Head approves such a visit and the offender agrees to the visit, a written notification, indicating the date and time of the visit, shall be sent to the therapist. The permission for such a therapeutic visit shall be for one (1) visit only. If the therapist believes that another visit is necessary, the therapist must obtain approval for any subsequent visits, in accordance with the above process.

3. The facility receives a court order instructing it to allow the offender to visit with a specific minor. If a facility receives a court order for a VMR offender to be permitted visitation with a minor, the facility shall contact the Division of Legal Services as soon as possible. The Division of Legal Services shall contact the court and advise the facility as to what action is to be taken.

XX. EMERGENCY SITUATIONS:

When the Superintendent determines that an emergency situation exists as presented in Policy 02-03-102, "Emergency Response Operations," any or all visits shall be suspended. Any visits in progress shall be terminated and the visitors escorted from the facility.

In cases where the Superintendent or designee determines that it is in the best interest of the facility, visitors or offenders, the Superintendent or designee may suspend the visitation privilege. In those cases, the Superintendent or designee shall notify the individuals involved that the visit is terminated. The individuals involved in the terminated visit shall be advised if and/or when a visit may occur again.

XXI. APPLICABILITY:

These operational procedures are applicable to all Wabash Valley Correctional sub-facilities and offenders. Approved this _____ day of _____, 2012

Dick Brown, Superintendent,
Wabash Valley Correctional Facility